

Minutes/Summary of US ATLAS HL-LHC LAr Meeting  
Monday May 9, 2016

In attendance

LAr – John, Tim, Andy, Marc-Andre, Hong, Hucheng  
US ATLAS Mgmt – Srimi, Winnie

Indico page: <https://indico.bnl.gov/conferenceDisplay.py?confId=2046>

Summary

- given that this was the first mtg with the HL-LHC LAr team in place, John gave an Introduction that provided a brief overview of the status of the project, as of the time of the successful NSF Conceptual Design Review (CDR) that took place Mar. 8 – 10 (see the slides on Indico)

- uploaded to the Indico page are the corresponding backup documents from that time, namely the Basis of Estimate (BOE) for each of the 5 deliverables in the baseline scope, and the spreadsheet containing the bottom-up cost estimate

- Srimi provided a description of the next steps, as we move toward producing a resource-loaded schedule (RLS) that will be required for DOE CD1 (~June 2017) and for the NSF Preliminary Design Review (PDR), foreseen for end 2017. The goal is to have the RLS ready by the end of 2016, in order to be able to inform the DOE that we are ready for the required Independent Cost Review (ICR) that they require before CD1 for projects in excess of \$100M.

- a timeline for reaching this goal has been put forward by the Mgmt, as shown in a Gant chart showing the various steps over the next year or so. This chart is uploaded as “Slides” to the Indico page.

- the next step is for each Deliverable Manager to develop a detailed task list for their deliverable, covering the ordered set of tasks required from the beginning of FY17 through the final delivery to CERN. In later steps, once the task list has been approved, the required resources will be loaded to each task. In addition, linkages between each task will have to be assigned.

- some guidelines concerning developing the task list are the following:

- the tasks will be specified at Level 4 (or Level 5) in the WBS, and therefore each task will correspond to a unique institution
- before generating the task list, the WBS structure, including any possible L5 items, should be discussed and agreed with John. L5 should be used only to distinguish among different items that are delivered (eg. different ASICs), and not for different tasks or phases of development (eg. prototyping vs production)
- the task list should be provided in the format of an Excel sheet, following the template provided by Winnie. This template, as well as an example task list from the muon system, has been uploaded to Indico as “more information”.

- the template includes (in red, at the top of the file) a number of “Ground rules” that should be carefully read and adhered to. Any questions should be sent to Winnie (with cc. to John)
- for the first 1-2 years, tasks should be specified with a duration of about 1 week up to 2 months, with an average duration of about 1 month.
- for the out-years, tasks of duration of 3 months up to 6 months are acceptable.
- include Milestones within the task list (typically for a group of a few inter-related tasks), to aid in tracking progress
- as the task list is developed, you are free to add columns to the right of the spreadsheet, for example to start including information about resources, linkages, etc.; doing so will help in the later stages of developing the RSL. However, do NOT modify/add/delete/... columns among the required fields of the template (columns B through H)

#### Next steps

- each Deliverable Manager should do the following:
  - download from Indico your BOE and the spreadsheet, and go carefully over the current state of the planning for your deliverable. Note in particular that this documentation includes the baselined bottom-up cost estimate.
  - think about whether L5 WBS structure is needed for your deliverable, and discuss with John to finalize by the end of this week the corresponding structure
  - contact your Institutional PIs and begin to develop the detailed task list for your deliverables. Your PIs should provide input to you about the tasks at their institute, and then you will need to put together the various inputs, organize them, make sure they are consistent, understand the inter-dependencies, etc.
  - the goal is to have a complete draft task list for communication to Winnie and John by the end of May, though you should send partial lists as you proceed in order to get feedback and to iterate.

#### Next meeting

- we will meet again at 3 pm on Monday May 16. At that mtg, each Deliverable Manager should report on their progress defining the L5 WBS (if any) and creating the task list